

ARIZONA DEPARTMENT OF EDUCATION

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STATE OF ARIZONA

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**SCHOOL FINANCE MEMORANDUM**

**99-067**

**TO:** Charter School Administrators, Business Managers, and Attendance Personnel

**FROM:** Lyle Friesen  
Director of School Finance

**DATE:** September 27, 1999

**SUBJECT:** FY 1999 **Final** 100th Day Average Daily Membership Reports

Enclosed are **Final** 100th Day Average Daily Membership (ADM) Reports for your Charter School. It is **important** that the appropriate Charter School personnel receive these reports and **CHECK** them in order to ensure that the data received and processed by the Arizona Department of Education as of the 16<sup>th</sup> of April is correct.

If you need to make **changes/additions/deletions** to this current data for ADM, you must submit that information **by April 30, 1999.**

**REVIEW THESE REPORTS AS SOON AS YOU RECEIVE THEM** and feel free to call Rose Whelihan at (602) 542-8240, e-mail [rwhelih@mail1.ade.state.az.us](mailto:rwhelih@mail1.ade.state.az.us) or Tom Lowe at (602) 542-8244, e-mail, [tlowe@mail1.ade.state.az.us](mailto:tlowe@mail1.ade.state.az.us) .

Also enclosed is your Limited English Proficiency (LEP) report. If you turned in a zero count you will not receive a report.

**ADMS40-01 CURRENT/PRIOR RESIDENCE ADM AND ADA**

This report reflects Kindergarten (**KDG**) at full count **NOT 1/2**.  
Shows Average Daily Membership and Average Daily Attendance.  
Shows absence percentage for each grade and district.  
Compares current year to prior year ADM and percentage of change.  
Report is used for the Absence Approval Request, which determines district absence rate.

**ADMS40-02 RESIDENT AVERAGE DAY MEMBERSHIP RECAP**

This report reflects **summary** data from **Day 1** through **Day 100**.  
Shows Kindergarten (**KDG**) at **1/2 count**.  
Shows Adjusted ADM based on absence rate.

**ADMS45-1 MEMBERSHIP AND ABSENCE REPORT**

This report reflects **detailed** data by Charter and by school number.  
Shows data by grade level, cluster, and ID number.  
Shows Membership Days, Absence Days and Absence Rate.  
Shows reported ADM and ADA and Privately Paid and over 21 membership.

**ADMS46-1 RECALCULATED STATE AID ADM COUNTS**

This report reflects ADM for 100th Day. May show adjusted ADM depending on absence rate.  
Shows Kindergarten (**KDG**) **AT 1/2**.  
Shows K-3 Group B Add-on Counts.